

SECRET

25 MAR 1975

REGULATIONS

FFM 300-19, Subch. 8 - Detail of Employees

SECRET

Subchapter 8. Detail of Employees

8-1. DEFINITION

A *detail* is the temporary assignment of an employee to a different position for a specified period, with the employee returning to his regular duties at the end of the detail. Technically, a position is not *filled* by a detail, as the employee continues to be the incumbent of the position from which detailed.

8-2. PRESENT COVERAGE OF SUBCHAPTER

The material now covered in this subchapter relates only to details within the same agency of employees serving in competitive positions or in positions under the General Schedule, without change in the employee's civil service or pay status.

8-3. PURPOSE OF DETAILS

a. When permitted. Details are intended only for meeting temporary needs of the agency's work program when necessary services cannot be obtained by other desirable or practicable means. It is recognized that details may be made appropriately under circumstances such as the following:

(1) *Emergency details.* To meet emergencies occasioned by abnormal workload, change in mission or organization, or unanticipated absences.

(2) *Other details.* Pending official assignment, pending description and classification of new position, pending security clearance, and for training purposes (particularly where the training is a part of established promotional or developmental programs).

b. When prohibited. (1) Detailing employees to other kinds of positions or to other examining jurisdictions immediately after competitive appointment tends to compromise the competitive principle, and so is not permitted.

Except for an emergency detail of 30 days or less, an employee may not be detailed for at least three months after appointment from the register.

(2) Since extended details also conflict with the principles of job evaluation, details will be confined to a maximum period of 120 days unless prior approval of the Civil Service Commission is obtained as provided in section 8-4f. All details to higher grade positions will be confined to a maximum initial period of 120 days plus one extension for a maximum period of 120 additional days.

(3) An employee who is serving under an excepted appointment may not be detailed to a position in the competitive service without prior approval of the Commission. (See civil service rule 6.5.)

8-4. AGENCY RESPONSIBILITIES WHEN USING DETAILS

a. Limiting to shortest practicable time. Agencies are responsible for keeping details within the shortest practicable time limits, and for making a continuing effort to secure necessary services through use of appropriate personnel actions.

b. Counseling on proper use. Agencies are further responsible for advising supervisors of the conditions under which details may properly be made.

c. Recording details. (1) Details in excess of 30 days will be reported on Standard Form 52 or other standard form considered appropriate by the agency and maintained as a permanent record in Official Personnel Folders.

(2) This report is *not* required for the detail of a career or career-conditional employee who is being assigned to perform duties of a position which is either an identical additional position or a position of the same grade, series code, and basic duties as the position he is regularly

assigned to. The exception is permitted to eliminate paper work where the same function (such as inspection, or investigation) is performed from a number of different organizational or geographic points, and it becomes necessary to augment the staff of one office with personnel from another office for a temporary period.

d. Controlling details. Agencies are responsible for controlling the duration of details and assuring that the details do not compromise the open-competitive principle of the merit system or the principles of job evaluation.

e. Details to higher grade positions. Except for brief periods, an employee should not be detailed to perform work of a higher grade level unless there are compelling reasons for doing so. Normally, an employee should be given a temporary promotion instead. If a detail of more than 60 days is made to a higher grade position, or to a position with known promotion potential, it must be made under competitive promotion procedures. (See section 4-1 of chapter 335.)

f. Obtaining prior approval for extension or propriety of a detail. (1) When it is found that a detail will exceed 120 days, or when there is a question of the propriety of the detail, the agency must request prior approval of the Commission on Standard Form 59. Prior approval is not required, however, for a detail described under section 8-4c(2).

(2) The request goes to the executive officer of the interagency board of examiners which services the installation to which the detail is made. For installations serviced by the Washington, D.C. Interagency Board, however, the request goes to the Chief, Career Service Division, Bureau of Recruiting and Examining.

(3) The Commission will not authorize an extension beyond 120 days if appropriate classification action has not been completed. (See section 1-6b of chapter 511.)

(4) The Commission normally will approve an extension for no more than 120 days at a time. If the detail is to a higher grade position, the Commission will approve only one extension of up to 120 days, for a total of 240 days.

FFM SUPP. 296-31, Subch. S3-13 Details

S3-10. MASS CHANGE

a. Reporting requirements. Issue SF 50 covering the action, unless a list form is used in lieu of that form. When a list form is used, prepare the list and submit it to the Commission in accordance with instructions in book V, tables 6 and 7 (see Sample Personnel Actions, figure 15, for format). Record the change in the employee's Official Personnel Folder.

b. Health benefits. If the mass change places employees enrolled for health benefits under the jurisdiction of a different payroll office, issue Standard Form 2810 (or list) in accordance with instructions in FPM SUPPLEMENT 890-1, section S13-8.

c. Standard Form 8. Furnish the employee with a completed SF 8, if the mass change places him under the jurisdiction of a different payroll office.

d. Instructions on transfer of functions. For other instructions on mass changes resulting from a transfer of functions, see FPM chapter 351, subchapter 3 and appendix C.

S3-11. NAME CHANGE

Upon notification from the employee that his or her name has been changed, record the change immediately by issuing SF 50.

NOTE: The employee should report the name change to the Social Security Administration. The personnel office should remind the employee to complete SSA Form OAAAN-7003, Request for Change in Social Security Records, and forward it to the Social Security Administration. These forms are available from Social Security district offices and if they are not stocked by the agency the employee should be advised to obtain the form from his Social Security district office.

S3-12. SUSPENSIONS AND FURLOUNDS

a. Reporting requirements. Issue Standard Form 50 for all suspensions and furloughs, and record the reason for it on that form.

b. Standard Form 8. If the suspension or furlough exceeds seven calendar days, furnish the employee a completed Standard Form 8.

S3-13. →DETAILS

a. Within an agency. If a detail within an agency is to exceed 120 calendar days, or if there

is a question about the propriety of a detail, prior approval of the Commission should be obtained by directing Standard Form 59 to the Commission office responsible for examining for the position in question (see FPM chapter 300, subchapter 8).

b. Outside an agency. (1) *International organization*. If a detail or series of details to an international organization is to exceed five consecutive years, the Secretary of State, upon recommendation of the head of the agency, must determine that it is in the national interest to extend the detail. A detail may be extended for up to an additional three years (see FPM chapter 352, subchapter 3).

(2) *State or local government*. If a detail to a State or local government (including an institute of higher education) is to exceed two years, the head of the agency, with the concurrence of the employee, may extend the detail for no more than two additional years. Before a detail of this type is made, the agency and the other governmental component must enter into a written agreement which records the obligations and responsibilities of the parties. The employee must concur in writing with those portions of the agreement which pertain to his obligations and responsibilities (see FPM chapter 334, subchapter 2).

c. Recording the detail. Details in excess of 30 calendar days are recorded on Standard Form 52 or other standard form considered appropriate by the agency. This record must be filed on the right side of the employee's Official Personnel Folder along with any papers justifying an extension and Optional Form 69 or its equivalent when there is a written agreement. EXCEPTION: The report is not required for the detail of a career or career-conditional employee within the same agency who is being assigned to perform duties of a position which is either an identical additional position or a position of the same grade, series code, and basic duties as the position he is regularly assigned to (see FPM chapter 300, subchapter 8). If a detail is recorded on SF 50, do not send a copy to the Commission.

FFM SUPP. 990-1, Subch. III - Details

Subchapter III. Details

SEC.

- 3341. Details; within Executive or military departments.
- 3342. [Repealed]
- 3343. Details; to international organizations.
- 3344. Details; hearing examiners.
- 3345. Details; to office of head of Executive or military department.
- 3346. Details; to subordinate offices.
- 3347. Details; Presidential authority.
- 3348. Details; limited in time.
- 3349. Details; to fill vacancies; restrictions.

SEC. 3341. DETAILS; WITHIN EXECUTIVE OR MILITARY DEPARTMENTS

(a) The head of an Executive department or military department may detail employees among the bureaus and offices of his department, except employees who are required by law to be exclusively engaged on some specific work.

(b) Details under subsection (a) of this section may be made only by written order of the head of the department, and may be for not more than 120 days. These details may be renewed by written order of the head of the department, in each particular case, for periods not exceeding 120 days.

SEC. 3342. [REPEALED]

SEC. 3343. DETAILS; TO INTERNATIONAL ORGANIZATIONS

(a) For the purpose of this section—

(1) "agency", "employee", and "international organization" have the meanings given them by section 3581 of this title; and

(2) "detail" means the assignment or loan of an employee to an international organization without a change of position from the agency by which he is employed to an international organization.

(b) The head of an agency may detail, for a

period of not more than →five← years, an employee of his agency to an international organization which requests services, →except that under special circumstances, where the President determines it to be in the national interest he may extend the 5-year period for up to an additional three years.←

(c) An employee detailed under subsection (b) of this section is deemed, for the purpose of preserving his allowances, privileges, rights, seniority, and other benefits, an employee of the agency from which detailed, and he is entitled to pay, allowances, and benefits from funds available to that agency. The authorization and payment of these allowances and other benefits from appropriations available therefor is deemed to comply with section 5536 of this title.

(d) Details may be made under subsection (b) of this section—

(1) without reimbursement to the United States by the international organization; or

(2) with agreement by the international organization to reimburse the United States for all or part of the pay, travel expenses, and allowances payable during the detail, and the reimbursement shall be credited to the appropriation, fund, or account used for paying the amounts reimbursed.

(e) An employee detailed under subsection (b) of this section may be paid or reimbursed by an international organization for allowances or expenses incurred in the performance of duties required by the detail, without regard to section 209 of title 18.

SEC. 3344. DETAILS; HEARING EXAMINERS

An agency as defined by section 551 of this title which occasionally or temporarily is insufficiently staffed with hearing examiners ap-

pointed under section 3105 of this title may use hearing examiners selected by the Civil Service Commission from and with the consent of other agencies.

SEC. 3345. DETAILS; TO OFFICE OF HEAD OF EXECUTIVE OR MILITARY DEPARTMENT

When the head of an Executive department or military department dies, resigns, or is sick or absent, his first assistant, unless otherwise directed by the President under section 3347 of this title, shall perform the duties of the office until a successor is appointed or the absence or sickness stops.

SEC. 3346. DETAILS; TO SUBORDINATE OFFICES

When an officer of a bureau of an Executive department or military department, whose appointment is not vested in the head of the department, dies, resigns, or is sick or absent, his first assistant, unless otherwise directed by the President under section 3347 of this title, shall perform the duties of the office until a successor is appointed or the absence or sickness stops.

SEC. 3347. DETAILS; PRESIDENTIAL AUTHORITY

Instead of a detail under section 3345 or 3346 of this title, the President may direct the head of another Executive department or military department or another officer of an Executive department or military department, whose appointment is vested in the President, by and with the advice and consent of the Senate, to perform the duties of the office until a successor is appointed or the absence or sickness stops. This section does not apply to a vacancy in the office of Attorney General.

SEC. 3348. DETAILS; LIMITED IN TIME

A vacancy caused by death or resignation may be filled temporarily under section 3345, 3346, or 3347 of this title for not more than 30 days.

SEC. 3349. DETAILS; TO FILL VACANCIES; RESTRICTIONS

A temporary appointment, designation, or assignment of one officer to perform the duties of another under section 3345 or 3346 of this title may not be made otherwise than as provided by those sections, except to fill a vacancy occurring during a recess of the Senate.

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March 3, 1970

FPM Supplement 990-1

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